



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 18647 - Special Events Planner, NCTC/DOS - GS-13

Salary Range: \$81,548 - \$126,062

Vacancy Open Period: 11/5/2018 – 11/19/2018

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: NCTC/DOS

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-13 cadre position.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI permanent cadre.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.



Major Duties and Responsibilities (MDRs)

- Prepare and take part in the presentation of senior-level briefings and reports on plans, exercises, and operational and emergency plans that respond to the needs of select audiences.
- Coordinate support of special security events.
- Prepare and present briefings to interagency groups and senior leadership; attend and facilitate meetings; train IC partners assigned to support concept of operations for security special event functions; contribute to after-action reports and lessons learned and incorporate best practices.
- Assume a key role on teams that will forward deploy to international and domestic special security events and provide reach back to networks of resources.
- Provide input to internal products and response to external agency products and taskings related to domestic and international special events to provide increased value to customers.
- Manage several long-term projects simultaneously and develop operational plans for special events.
- Cooperate and collaborate with IC and United States (US) Government agencies, their designated representatives, and other ODNI elements; maintain and manage positive relationships with IC partners, law enforcement community, NCTC leadership, and other customers in planning and managing special security events.
- Contribute to the development of policies, processes, and procedures to resolve internal and external challenges that result in positive and productive relationships with partners.
- Support the planning and coordination of domestic special events.
- Meet the mission and enterprise objectives of the National Intelligence Strategy or other national level guidance documents.

Mandatory and Educational Requirements

- Ability to develop preliminary plans involving the coordination and effective cooperation of other US Government agencies, ODNI, IC, and international partners, as well as the abilities to develop contingency plans in the event of unplanned or unanticipated events.
- Thorough knowledge of planning processes, consensus building, and the application and integration of IC capabilities in protecting the US and its interests abroad; experience in planning/supporting special security events.
- Thorough knowledge of the mission, charter, roles, and responsibilities of ODNI, IC, and the US Government agencies, as well as how these organizations can effectively cooperate in implementing international security plans and programs.
- Interpersonal, organizational, and problem-solving skills, including a demonstrated ability to work effectively both independently and in a team or collaborative environment.



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- Ability to communicate complex information clearly, concisely, and in a manner that meets the needs of diverse audiences.

Desired Requirements

None.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (*David S.*) and faulkti@dni.ic.gov (*Tiffany F.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.



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Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**